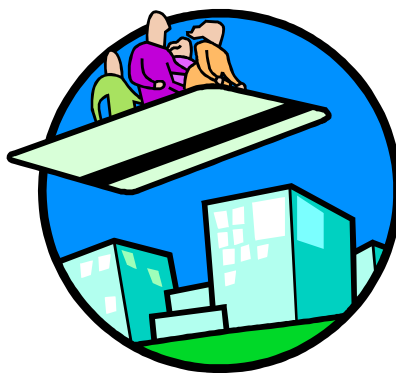


**Fiscal Year (FY) 2004
WIC Electronic Benefit Transfer (EBT)
Pilot Project Grants
Request for Applications**



Note: There are two separate competitions. The full competition is open to *all* WIC State agencies, and the limited competition is open to State agencies with existing WIC EBT pilot project grants.

Grant Proposal Due Dates:

June 14, 2004 for proposals submitted under the limited competition.
June 28, 2004 for proposals submitted under the full competition.

Table of Contents

Overview.....	3
Available Funds, Goals, and Priorities.....	3
Limited Competition.....	5
Award Process for the Limited Competition.....	6
Use of Funds – Terms and Conditions	8
Post-Award Activities.....	9
Application Requirements for the Limited Competition	9
Attachments for the Limited Competition Application	12-34
Full Competition.....	35
Award Process for the Full Competition.....	36
Use of Funds – Terms and Conditions	38
Post-Award Activities.....	39
Application Requirements for the Full Competition	39
Attachments for the Full Competition Application	42

Fiscal Year (FY) 2004 WIC Electronic Benefit Transfer (EBT) Pilot Project Grants Request for Applications

Overview

In accordance with Public Law 108-199, FNS plans to award grants to WIC State agencies to support the development of cost effective Electronic Benefit Transfer (EBT) models. The FY 2004 Request for Applications (RFA) is open to *all* WIC State agencies, including those State agencies that have already received funding to develop EBT pilot projects as well as State agencies that have not previously received funding for this purpose. FNS will remain technology neutral in its support of current and new WIC EBT initiatives. The FY 2004 RFA will consider projects proposing to test new and alternative technologies, including, but not limited to, a pilot to test on-line technology in partnership with a Food Stamp EBT system, which was identified as State Y in the FNS Strategic Five Year Plan for WIC EBT.

The FY 2004 RFA for EBT funds includes two separate application procedures:

- (1) **a limited competition** – open *only* to those WIC State agencies that are requesting a cost amendment to their existing cooperative agreement in order to support the immediate needs of their EBT pilot projects or to bring their existing WIC EBT systems into compliance with applicable technical standards; and
- (2) **a full competition** – open to all WIC State agencies for projects proposing to test an upgrade or alternative to current technology. States already operating EBT pilot projects may submit proposals to develop or to examine the feasibility of technologies that differ significantly from their current EBT solutions. In making funding decisions, FNS will carefully consider the additional workload and resources required to pursue two alternative systems concurrently within a single State.

The following section outlines the available funds, goals, and priorities for the FY 2004 EBT grants. Specific application processes and requirements for the limited and full competitions are provided separately at the end of this announcement.

Available Funds, Goals, and Priorities

We anticipate awarding between \$3 million and \$4 million in EBT grants to WIC State agencies for FY 2004, including funding for both the limited and competitive grant solicitations. The total amount of funds awarded for EBT will depend on competing funding needs within the WIC Program and the merits of the grant requests received.

In line with current trends and the overall public acceptance and growing expectation of doing business and receiving services electronically, FNS will continue its initiatives to migrate the WIC Program from a paper-based food benefit delivery system

to electronic benefits transfer. Current efforts focus on establishing an EBT model or models with identifiable core functions along with other functions designed to meet the needs of individual State WIC operations.

To date, FNS has funded EBT pilot projects in 12 States. The current pilot projects, which are testing off-line smart card solutions and on-line EBT models, are at various stages of development and implementation. Through support to ongoing and new WIC EBT projects proposing to test alternative technologies, we are seeking to obtain information about cost effectiveness and system efficiencies, the use of EBT in client data exchange and security, and the development of a viable business case which takes into account the changing environments of technology industries and the retailer community.

EBT funds are intended for up-front capital investments and should be used to design, develop, and implement EBT systems. Funds also may be used to study the feasibility of enhancing or replacing existing EBT systems, or to upgrade systems that were operational prior to the adoption of applicable interoperability technical standards. Information on these standards can be found at:

<http://www.fns.usda.gov/wic/EBT/wicsmartcardinterop.htm>

FNS expects that once a State's EBT system is fully operational, the ongoing operational costs will be covered by the State's nutrition services and administration (NSA) grant funds. Should this prove not possible, contingencies should be planned. These plans should include moving to scaled-down operations that are affordable within the NSA grant funds or returning to paper operations. Should the State agency decide to return to a paper-based system, the costs associated with this transition may be covered by EBT grant funds.

FNS supports the use of advanced technologies to develop and implement electronic Verification of Certification (VOC) cards, and the broader Electronic Service Delivery (ESD) initiatives that may include partnerships and information sharing with other programs such as Head Start and State immunization programs. However, as noted in our policy memorandum, "Food and Nutrition Service (FNS) Women, Infants and Children (WIC) Electronic Benefits Transfer (EBT) Funding Priority," dated October 25, 2001, these are secondary priorities and will be supported only to the extent that they are affordable and meet allowable cost guidelines. Projects that support ESD but not EBT are eligible to apply for funds, but these projects will be considered secondary priorities.

**LIMITED COMPETITION
APPLICATION PROCESS**

Proposals due: June 14, 2004

The limited competition applies only to WIC State agencies that have an existing EBT Cooperative Agreement with FNS (e.g., Connecticut, Maine, Massachusetts, Michigan, Nevada, New Hampshire, New Mexico, Ohio, Rhode Island, Texas, and Wyoming). Vermont also has an existing cooperative agreement and is eligible to apply for funding under the limited competition; however, as noted in the funding goals, projects that do not support EBT are secondary priorities. The timeline for the limited competition is provided in **Attachment A**.

FNS recognizes that State agencies with existing EBT pilot projects may require additional financial support throughout the course of their pilot projects, and will make available FY 2004 grant funds to those State agencies with an immediate, short-term need for funds to augment their current pilot project operations.

Funding under this RFA is available for costs associated with the pilot implementation and operations and is not intended to cover the costs associated with operating the EBT system after statewide rollout is achieved. Funds may be used, however, to cover costs associated with bringing statewide EBT systems into compliance with applicable technical standards. If a State agency decides to return to a paper-based benefit delivery system, EBT grant funds may be used to cover the associated costs.

Award Process for the Limited Competition

- One original and two copies of the Application Document and attachments (unbound and unstapled) from each State agency or project (if multi-State) should **be submitted by no later than 5:00 pm Eastern Standard Time (EST) on June 14 for those applying for funds under the limited competition.** (Applications for the full competition are due by no later than 5:00 pm EST on June 28, 2004). Applications may be mailed to:

Lisa Johnson, Grants Management Division
Food and Nutrition Service, Room 738
3101 Park Center Drive
Alexandria, Virginia 22302-1594

Applications may be submitted electronically by accessing www.grants.gov <<http://www.grants.gov>>. This new government website was designed for electronic submission of grant applications/proposals.

There is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance,

regardless of the method they are submitted.

The DUNS number is also required in order to complete the additional steps to become a registered Grants.gov user. To apply online through www.grants.gov [<http://www.grants.gov/>](http://www.grants.gov) there are a number of other steps in the registration process that will be required of you before you may submit applications electronically, including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (www.grants.gov [<http://www.grants.gov/>](http://www.grants.gov)) and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding the WIC EBT RFA, please contact Lisa Johnson of the FNS Grants Management Division at 703-305-2848.

- An amendment to the existing Cooperative Agreement will be negotiated between FNS and the State agency for each proposal selected under the limited competition. A Cooperative Agreement is used rather than a grant agreement, which is typically used for general infrastructure funding, because the EBT projects require substantial coordination between FNS and the State agency for the following reasons: (1) FNS has a strong interest in the outcomes of the activities carried out through this funding to identify functional national models; and (2) it is difficult to predict and plan schedules, budgets, and outcomes since WIC EBT technology and implementation is limited in its scope and continues to evolve.
- A panel of FNS staff will review applications and make recommendations for funding to the FNS selection officials. The final decision to award grants for FY 2004 is at the discretion of USDA selecting officials. Selecting officials will consider the panel rankings and comments, recommendations from FNS regional office staff, and other pertinent information before deciding which proposals to fund. FNS selecting officials reserve the right to fund proposals out of rank order based on written assessments made by evaluation panel members, information provided by regional office staff, and agency priorities.
- FNS Headquarters will provide final approval of the EBT funding awards. The Supplemental Food Programs Division (SFPD) will notify State agencies of the selection decision and will announce the selected projects to the Regional Offices (ROs) once award recommendations have been made and cleared within the U.S. Department of Agriculture.
- States that are not selected will be offered a debriefing via the telephone after official notifications have been sent.
- Following the project award, SFPD and ROs will work with selected State agencies to monitor obligations and expenditures, project results, and the need for technical

assistance. It may be necessary, as project activities occur, for revisions to be made to the SF-424, FNS-529, and Cooperative Agreement in order to reflect changes in funding levels or expectations.

Use of Funds – Terms and Conditions

- Terms and conditions of the WIC EBT Cooperative Agreements will be subject to 7 CFR 3015/3016/3017. (A copy of this regulation can be obtained at <http://www.gpoaccess.gov/cfr/index.html>.) EBT Cooperative Agreements will be funded no later than September 30, 2004. End dates will be determined based on individual proposals and approved timelines, but no later than September 30, 2008.
- The grant period will be specified on the FNS-529, the Grant/Cooperative Agreement signature page. Funds must be obligated by the State via a contract or other obligating vehicle within the grant period. Funds must be liquidated within 90 days following the end of the grant period. By July 15th of the second year of the Cooperative Agreement, FNS will assess the progress of State Grantee(s) and determine whether there is a need to recover and redistribute unspent funds from projects that are not progressing as planned.
- FNS reserves the right to cancel the Cooperative Agreement at any time if it is determined that the funding goals will not be met. Examples include insufficient progress towards obligating the funds by the end of the agreement period or failure to meet the conditions of the Cooperative Agreement.
- By the end of the second Federal fiscal year of the grant agreement period, funds which have been recovered from canceled projects or funds which were not obligated by FNS may be distributed to other selected EBT projects (i.e. projects which were selected as a result of the evaluation for EBT funding). If there are no additional funding needs for these EBT projects, SFPD will work with ROs to fund remaining general infrastructure grant proposals which were ranked and selected under a previous evaluation process but have not yet been funded.
- The Cooperative Agreement will outline reporting requirements. Quarterly progress reports, and quarterly/annual financial reports are required within 30 days after the end of each quarter. Cumulative Cost Reports (CCRs) must be submitted to the FNS Regional Director annually no later than January 31st until all costs are identified and reported. In addition, a SF-269A (Short Form) Financial Status Report must be completed and submitted within 30 days after the end of each fiscal quarter and 90 days after the end of each fiscal year of the reporting period. The final 269A is due no later than 90 days after the close of the Cooperative Agreement period. At the end of the project, each grantee will submit a final report on the project outcomes and evaluation results.

- In addition to the requirements described above, applicants must agree to comply with USDA regulations (which codify Office of Management and Budget (OMB) circulars) listed below. Copies of these documents are available at <http://www.gpoaccess.gov/cfr/index.html>.
 - 7 CFR Part 3015: “Uniform Federal Assistance Regulations;”
 - 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (Reference OMB Circular A-102 Common Rule);
 - 7 CFR Part 3017: Subparts A-E, “Government-wide Debarment and Suspension (Non-procurement);”
 - 7 CFR Part 3017: Subpart F, “Government-wide Requirements for Drug-free Workplace (Grants);” and,
 - 7 CFR Part 3018: “New Restrictions on Lobbying.”

Post-Award Activities

The WIC EBT pilot project funding is intended to provide timely information about the use of WIC EBT technologies to guide FNS in developing national model(s). To meet this objective, these projects require a strong partnership between FNS and WIC State agencies. FNS national and regional staff will work closely with State agencies awarded grants to ensure that the project design is consistent with national goals, objectives, and standards. FNS expects that State agencies awarded EBT funds will participate in activities to disseminate and share information about their EBT systems and experiences including:

- Developing system design and requirement documentation (to enable the sharing and transfer of information and models with other State agencies);
- Sharing information about EBT experiences with FNS and other State agencies;
- Collecting consistent cost and transaction data for design and cost evaluations;
- Evaluating the project and disseminating results.

Application Requirements for the Limited Competition

State agencies applying for EBT grant funds under the limited competition should clearly indicate that they are applying for additional funding under the amendment request for ongoing EBT projects, and provide FNS with an Advance Planning Document Update (APDU) or revised/updated grant proposal. The limited competition application package must include a detailed description of proposed modifications to the existing EBT grant project and/or operations. This request should be based on immediate need to support current operations. The application package must include the following:

- (1) Narrative explaining how funds will be used, how the proposed use relates to the overall project, and why the additional funds are needed at this time;
- (2) An updated annual budget including detailed cost estimates by line item and a

cost allocation plan, if applicable, through the duration of the proposed project;

- (3) A detailed timeline with milestones, clearly defined goals and objectives, and go/no-go decision points. Decision points must include the criteria to be used to make the go/no-go decision. Plans to revert to a paper benefit issuance process at a critical decision point must be accompanied by a timeline;
- (4) Evaluation plans. The evaluation of these projects is critical to providing information that can be used by FNS in developing models and for other States considering EBT projects. Proposals must discuss plans for evaluating the project including project costs and the viability of sustaining statewide EBT operations within the State's NSA grant.

FNS has developed a national model EBT project evaluation tool (A copy of the FNS evaluation model tool can be obtained by contacting Sandy Clark at (703) 605-0797 or by email at sandy.clark@fns.usda.gov).

FNS strongly encourages grantees to incorporate this evaluation model into their proposed projects. If a State chooses to use an alternative evaluation design, the proposal must describe the evaluation methodology to be used including the key variables and outcome measures that will be assessed. At a minimum, FNS expects this plan to incorporate the key elements of the FNS-developed design to allow for consistent evaluation results across projects.

- (5) A completed application packet (See Attachment B) that includes:

- ✓ **SF-424.** Application for Federal Assistance (Attachment B.1).
- ✓ **SF-424A and SF-424B.** If the EBT project *will not* include construction of facilities to house new equipment or other construction, complete SF-424A, Budget Information for Non-Construction Programs and SF-424B, Assurances for Non-Construction Programs (Attachment B.2 and B.3).

Budget estimates must show how all the grant money (base grant as well as any additional funding) will be spent. Approved FY 2004 grant funds must be obligated and expended in accordance with the amounts indicated on SF-424A and must reflect any adjustments made in the grant approval notification. All funds must be obligated by the end of the grant period.

- ✓ **SF-424C and SF-424D.** If the EBT project *will* include construction for facilities to house new equipment or other construction, complete SF-424C, Budget Information for Construction Programs and SF-424D, Assurances for Construction Programs (Attachments B.4 and B5).

- ✓ **Form AD-1047.** Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions (Attachment B.6).
- ✓ **Form AD-1049.** If the EBT project *will not* include subcontractor(s), complete Form AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals (Attachment B.7).
- ✓ **Form AD-1050.** If the EBT project *will* include one or more subcontractor(s), Form AD-1050, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II – For Grantees Who Are Individuals (Attachment B.8) must be completed by each subcontractor.
- ✓ **Certification Regarding Lobbying.** (Attachment B.9).

**List of Attachments and Forms
for the Limited Competition Application**

- **Attachment A** - Timeline for FY 2004 EBT Grants RFA Process;
- **Attachment B** – Application packet:
 - ✓ **SF-424** (Attachment B.1)
 - ✓ **SF-424A and SF-424B** (Attachments B.2 and B.3)
 - ✓ **SF-424C and SF-424D** (Attachments B.4 and B5)
 - ✓ **Form AD-1047** (Attachment B.6)
 - ✓ **Form AD-1049** (Attachment B.7)
 - ✓ **Form AD-1050** (Attachment B.8)
 - ✓ **Certification Regarding Lobbying** (Attachment B.9)

**Attachments for the
Limited Competition**

**FULL COMPETITION
APPLICATION PROCESS**

Proposals due: June 28, 2004

The full competition is open to all State agencies, including those that have already initiated EBT projects as well as those that have not begun EBT efforts, providing they meet the intent of this solicitation. The timeline for the full competition RFA process is provided in **Attachment A**.

As outlined in the Strategic Five-Year Plan for WIC EBT, FNS remains technology neutral in supporting current and future EBT initiatives. Current projects are testing the feasibility of off-line, smartcard technology and on-line EBT solutions. This full competition is intended to fund technologies that offer an alternative to the current smartcard technology. This includes, but is not limited to, a WIC on-line EBT pilot in partnership with a Food Stamp Program EBT system, i.e., State Y as identified in the Five-Year Plan.

EBT grant funds may also be used by State agencies currently using smartcard technology that present a business case for converting to an on-line EBT system. In considering proposals from State agencies with smartcard projects currently under development, FNS will carefully consider the feasibility of developing and implementing two different systems concurrently within a single State, given the workload and resources required for such an undertaking.

Award Process For the Full Competition

- One original and two copies of the Application Document and attachments (unbound and unstapled) from each State agency or project (if multi-State) should **be submitted by no later than 5:00 pm Eastern Standard Time (EST) on June 28, 2004 for those applying for funds under the full competition** . (Applications for funding under the limited competition are due June 14). Applications may be mailed to:

Lisa Johnson, Grants Management Division
Food and Nutrition Service, Room 738
3101 Park Center Drive
Alexandria, Virginia 22302-1594

Applications may be submitted electronically by accessing www.grants.gov <<http://www.grants.gov>>. This new government website was designed for electronic submission of grant applications/proposals.

There is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance,

regardless of the method they are submitted.

The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through www.grants.gov [<http://www.grants.gov/>](http://www.grants.gov) there are a number of other steps in the registration process that will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (www.grants.gov [<http://www.grants.gov/>](http://www.grants.gov)) and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding the WIC EBT RFA, please contact Lisa Johnson of the FNS Grants Management Division at 703-305-2848.

- A Cooperative Agreement will be negotiated between FNS and the State agency for each selected proposal. A Cooperative Agreement is used rather than a grant agreement, which is typically used for general infrastructure funding, because the EBT projects require substantial coordination between FNS and the State agency for the following reasons: (1) FNS has a strong interest in the outcomes of the activities carried out through this funding to identify functional national models; and (2) it is difficult to predict and plan schedules, budgets, and outcomes since WIC EBT technology and implementation is limited in its scope and continues to evolve.
- A panel of FNS staff will review applications and make recommendations for funding to the FNS selection officials. The final decision to award grants for FY 2004 is at the discretion of USDA selecting officials. Selecting officials will consider the panel rankings and comments, recommendations from FNS regional office staff, and other pertinent information before deciding which proposals to fund. FNS selecting officials reserve the right to fund proposals out of rank order based on written assessments made by evaluation panel members, information provided by regional office staff, and agency priorities.
- FNS Headquarters will provide final approval of the EBT funding awards. The Supplemental Food Programs Division (SFPD) will notify State agencies of the selection decision and will announce the selected projects to the Regional Offices (ROs) once award recommendations have been made and cleared within the U.S. Department of Agriculture.
- States that are not selected will be offered a debriefing via the telephone after official notifications have been sent.
- Following the project award, SFPD and ROs will work with selected State agencies to monitor obligations and expenditures, project results, and the need for technical assistance. It may be necessary, as project activities occur, for revisions to be made

to the SF-424, FNS-529, and Cooperative Agreement in order to reflect changes in funding levels or expectations.

Use of Funds – Terms and Conditions

- Terms and conditions of the WIC EBT Cooperative Agreements will be subject to 7 CFR 3015/3016/3017. (A copy of this regulation can be obtained at <http://www.gpoaccess.gov/cfr/index.html>.) EBT Cooperative Agreements will be funded no later than September 30, 2004. End dates will be determined based on individual proposals and approved timelines, but no later than September 30, 2008.
- The grant period will be specified on the FNS-529, the Grant/Cooperative Agreement signature page. Funds must be obligated by the State via a contract or other obligating vehicle within the grant period. Funds must be liquidated within 90 days following the end of the grant period. By July 15th of the second year of the Cooperative Agreement, FNS will assess the progress of State Grantee(s) and determine whether there is a need to recover and redistribute unspent funds from projects that are not progressing as planned.
- FNS reserves the right to cancel the Cooperative Agreement at any time if it is determined that the funding goals will not be met. Examples include insufficient progress towards obligating the funds by the end of the agreement period or failure to meet the conditions of the Cooperative Agreement.
- By the end of the second Federal fiscal year of the grant agreement period, funds which have been recovered from canceled projects or funds which were not obligated by FNS may be distributed to other selected EBT projects (i.e. projects which were selected as a result of the evaluation for EBT funding). If there are no additional funding needs for these EBT projects, SFPD will work with ROs to fund remaining general infrastructure grant proposals which were ranked and selected under a previous evaluation process but have not yet been funded.
- The Cooperative Agreement will outline reporting requirements. Quarterly progress reports, and quarterly/annual financial reports are required within 30 days after the end of each quarter. Cumulative Cost Reports (CCRs) must be submitted to the FNS Regional Director annually no later than January 31st until all costs are identified and reported. In addition, a SF-269A (Short Form) Financial Status Report must be completed and submitted within 30 days after the end of each fiscal quarter and 90 days after the end of each fiscal year of the reporting period. The final 269A is due no later than 90 days after the close of the Cooperative Agreement period. At the end of the project, each grantee will submit a final report on the project outcomes and evaluation results.
- In addition to the requirements described above, applicants must agree to comply with USDA regulations (which codify Office of Management and Budget (OMB)

circulars) listed below. Copies of these documents are available at <http://www.gpoaccess.gov/cfr/index.html>.

- 7 CFR Part 3015: “Uniform Federal Assistance Regulations;”
- 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (Reference OMB Circular A-102 Common Rule);
- 7 CFR Part 3017: Subparts A-E, “Government-wide Debarment and Suspension (Non-procurement);”
- 7 CFR Part 3017: Subpart F, “Government-wide Requirements for Drug-free Workplace (Grants);” and,
- 7 CFR Part 3018: “New Restrictions on Lobbying.”

Post-Award Activities

The WIC EBT pilot project funding is intended to provide timely information about the use of WIC EBT technologies to guide FNS in developing national model(s). To meet this objective, these projects require a strong partnership between FNS and WIC State agencies. FNS national and regional staff will work closely with State agencies awarded grants to ensure that the project design is consistent with national goals, objectives, and standards. FNS expects that State agencies awarded EBT funds will participate in activities to disseminate and share information about their EBT systems and experiences including:

- Developing system design and requirement documentation (to enable the sharing and transfer of information and models with other State agencies);
- Sharing information about EBT experiences with FNS and other State agencies;
- Collecting consistent cost and transaction data for design and cost evaluations;
- Evaluating the project and disseminating results.

Application Requirements for the Full Competition

To be considered for funding under the full competition, a State agency must submit a proposal that indicates the application is submitted under the competitive process and includes the following:

- (1) The minimum APD documentation requirements as outlined in Chapter 5, Section 5020, of the FNS 901 Handbook;
- (2) A completed application packet (See Attachment B) that includes:
 - ✓ **SF-424**. Application for Federal Assistance (Attachment B.1).
 - ✓ **SF-424A and SF-424B**. If the EBT project *will not* include construction of facilities to house new equipment or other construction, complete SF-424A, Budget Information for Non-Construction Programs and SF-424B,

Assurances for Non-Construction Programs (Attachment B.2 and B.3).

Budget estimates must show how all the grant money (base grant as well as any additional funding) will be spent. Approved FY 2004 grant funds must be obligated and expended in accordance with the amounts indicated on SF-424A and must reflect any adjustments made in the grant approval notification. All funds must be liquidated within 90 days following the end of the grant period.

- ✓ **SF-424C and SF-424D.** If the EBT project *will* include construction for facilities to house new equipment or other construction, complete SF-424C, Budget Information for Construction Programs and SF-424D, Assurances for Construction Programs (Attachments B.4 and B5).
 - ✓ **Form AD-1047.** Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions (Attachment B.6).
 - ✓ **Form AD-1049.** If the EBT project *will not* include subcontractor(s), complete Form AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals (Attachment B.7).
 - ✓ **Form AD-1050.** If the EBT project *will* include one or more subcontractor(s), Form AD-1050, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II – For Grantees Who Are Individuals (Attachment B.8) must be completed by each subcontractor.
 - ✓ **Certification Regarding Lobbying.** (Attachment B.9).
-
- (1) Full functionality as described in the national WIC EBT functional guidelines, Policy Memo #99-2 (**Attachment C**);
 - (2) A detailed explanation of the pilot, operational, and statewide rollout Cost Per Case Month (CPCM). In your calculation, briefly explain whether CPCM is based on participant data or average household size (CPCM should be calculated based on participant data, if possible). If using average household size in your calculation, please specify the average used. (Please see examples from Ohio and Wyoming in **Attachment D.**)
 - (3) Evaluation plans. The evaluation of these projects is critical to providing information that can be used by FNS in developing models and for other States considering EBT projects. Proposals must discuss plans for evaluating the project including project costs and the viability of sustaining statewide

EBT operations within the State's NSA grant. FNS has developed a national model EBT project evaluation tool (A copy of the FNS evaluation model tool can be obtained by contacting Sandy Clark at (703)605-0797 or by email at sandy.clark@fns.usda.gov).

FNS strongly encourages grantees to incorporate this evaluation model into their proposed projects. If a State chooses to use an alternative evaluation design, the proposal must describe the evaluation methodology to be used including the key variables and outcome measures that will be assessed. At a minimum, FNS expects this plan to incorporate the key elements of the FNS-developed design to allow for consistent evaluation results across projects.

- (4) A discussion of how the proposed project addresses the evaluation criteria outlined in **Attachment E**.

Several attachments are included to provide State agencies that do not have existing EBT Cooperative Agreements with additional information about the Cooperative Agreements and grant requirements. **Attachment F** provides a draft format of the minimum Cooperative Agreement requirements for every proposal (specific details of the Cooperative Agreement may vary across selected projects). Attachment F also includes a sample form FNS-529, the official federal government Grant/Cooperative Agreement signature page. The items are included for information only. Please do not sign or submit the attached draft Cooperative Agreement or FNS-529 with your application. As previously noted, grantees are required to submit annual Cumulative Cost Reports. A sample Cumulative Cost Report Form is included as **Attachment G**.

List of Attachments and Forms for the Full Competition Application

- **Attachment A** - Timeline for FY 2004 EBT Grants RFA Process;
- **Attachment B** – Application packet:
 - ✓ **SF-424** (Attachment B.1)
 - ✓ **SF-424A and SF-424B** (Attachments B.2 and B.3)
 - ✓ **SF-424C and SF-424D** (Attachments B.4 and B5)
 - ✓ **Form AD-1047** (Attachment B.6)
 - ✓ **Form AD-1049** (Attachment B.7)
 - ✓ **Form AD-1050** (Attachment B.8)
 - ✓ **Certification Regarding Lobbying** (Attachment B.9)
- **Attachment C** – WIC EBT Functional Guidelines, Policy Memo #99-2 ;
- **Attachment D** – Two Examples of Cost Per Case Month (CPCM) calculation (Ohio and Wyoming);
- **Attachment E** – Evaluation Criteria;
- **Attachment F** – Sample Cooperative Agreement and Form FNS-529, the official Federal Grant/Cooperative Agreement signature page;
- **Attachment G** – Sample Cumulative Cost Report Form.

Attachments for Full Competition